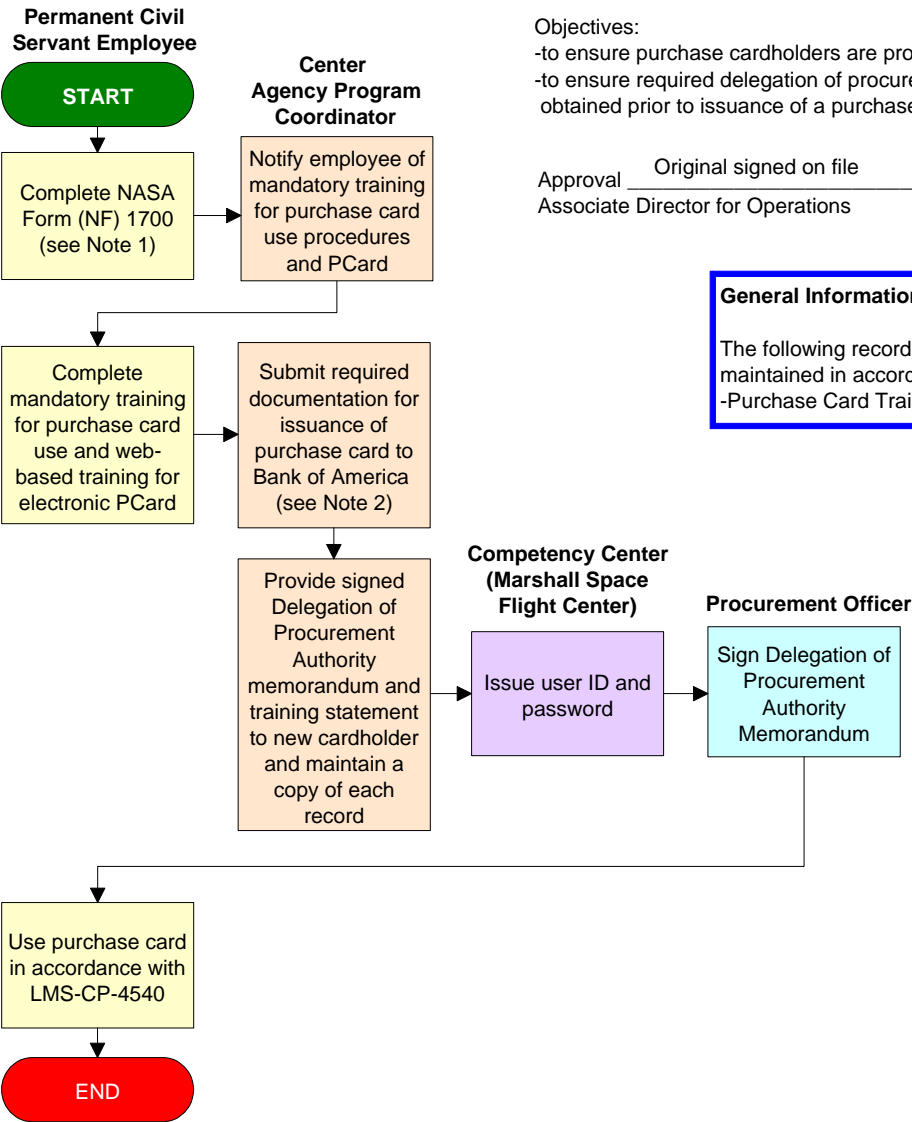


OBTAINING A PURCHASE CARD

LMS-CP-4545
Revision: C-1

Objectives:
-to ensure purchase cardholders are properly trained
-to ensure required delegation of procurement authority is obtained prior to issuance of a purchase card

Approval _____ Original signed on file
Associate Director for Operations



General Information

The following records are generated by this procedure and are maintained in accordance with LMS-CP-2707:
-Purchase Card Training Records

Note 1

NF 1700 can be accessed through the Langley Management System web site and should be sent to Mail Stop 937.

Note 2

Cardholder will receive purchase card within 7-10 business days.